

**Carlton City Council
Meeting Minutes
Wednesday, March 8, 2023**

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order by Mayor M. Soderstrom @ 6:00pm.

2.00 Roll Call

Council Present: Mayor, Mike Soderstrom; Councilors: Brent Bodie, Ryan Schmidt and Dave Sobczak, Heather MacDonald

Council Absent: None

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent: Derek Wolf; City Attorney, Bill Helwig

Others Present: Denise Coleman Lyng, Steve Overom, Jack Ezell, Jon Lamb, Mike Gregg, Janie Gregg

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

4.00 Consent Agenda: *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

4.01 Approval of the Minutes: Regular Meeting, February 8, 2023

4.02 Approval of Bills: Exhibit A dated March 8, 2023, in the amount of \$103,636.96 (\$19,101.38 electronic and \$84,535.58 by check).

4.03 Approval of Bills: Exhibit B dated March 8, 2023 presented at meeting in the amount of \$53,152.41 (\$31,673.90 electronic and \$21,478.51 by check).

4.04 Approval of Check Numbers: 35646 – 35709

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Fund Balance Report

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the consent agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

5.01 Jack Ezell – Western Lake Superior Sanitary District (WLSSD) Board Member

Mr Ezell is the new WLSSD Board Member representing the rural Carlton County city and townships.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Minnesota Pollution Control Agency

7.02 Pay Equity Results – City is in compliance with Pay Equity.

7.03 Carlton Community Education/Community News Charitable Gambling Donation Request

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve a \$1,000.00 Charitable Gambling Donation to Carlton Community Education for the Community News. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.04 Carlton Community Education/Father Daughter Ball Charitable Gambling Donation Request

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve a \$800.00 Charitable Gambling Donation to Carlton Community Education for the Father/Daughter Ball. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-07 Resolution Approving Street Dedication of the Extension of South Avenue to Run 100 Feet Easterly of 4th Street.

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2023-07 Extending South Avenue to run 100 feet Easterly of 4th Street. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2023-08 Resolution Accepting Donations to the City

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve Resolution 2023-08 accepting donations to the Carlton Area Public Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Unfinished Business

9.01 Cartway Petition

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve Resolution 2023-09 Resolution and Order Establishing Cartway and Adopting Award of Damages. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

New Business

9.02 LG230 Gambling Application – Eagles Aerie 1163; April 29, 2023

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the LG230 submitted by Eagles Aerie 1163. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.03 LG220 Gambling Applications – Carlton County Chapter of MN Deer Hunters Association

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the two (2) LG220 Applications submitted by the MN Deer Hunters Association. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.04 Hunt Electric Invoice – Ice Plant Installation (return remaining funds to County)

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to pay the invoice from Hunt Electric for ice plant electrical upgrades and to return the remaining \$986.27 of loan proceeds to Carlton County per loan agreement. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.05 Change Water Treatment Plant Meter to Tracking Only

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to remove all financial charges in the billing system for the water treatment plant and change to tracking only. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.06 Approval for Farmers Market at MacFarland Park

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to allow the Farmers Market to set up at MacFarland Park. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 Open Short-Term Certificate of Deposit

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to pass Resolution 2023-10 Reauthorizing Membership in the 4M Fund and designate Mayor Mike Soderstrom and Clerk-Treasurer Caron Conway to act as Authorized Officials. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2023-11 designation 4M Fund as an Official Depository. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 05 International Dump Truck Repairs

Information Only. The 2005 dump truck has been having some mechanical issues and the city may need to look at replacing it soon than anticipated. Council direction was to “keep an eye out” for possible replacements and if something is found a decision will be made then.

9.09 Phil Schloemer off Probation – Effective January 1, 2023

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the permanent hiring of Phil Schloemer and give a .50 per hour raise effective January 1, 2023. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.10 Carol Conway Vacation

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve vacation request, March 17, 2023 through March 31, 2023. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports and Recommendations

10.01 City Clerk Report – Carol Conway

February Activities

- Annual Audit
- System for Award Management (SAMS) Renewal
- Go through 1881 – 1974 Meeting Minutes
- Apply for OSHA Grant
- Short-Term Rental Ordinances and Summary Ordinances
- Revenue Recapture Training
- Ambulance Support Information to Townships
- End of Year Journal Entries
- Started imputing required Medicare Data Collection Information
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Records Destruction
- ❖ Revenue Recapture Training
- ❖ Website Updates

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs' association - on going –
- Ambulance Study – So far so good. Received some questions about meeting. Going to silver Brooke meeting. Discussion in April about what's next
- Received DNR grant – going to order soon
- Discussion at relief meeting about increasing retirement amount. Would like to raise FD requirements and retirement to \$2150
- Wellness checks for department members – on going
- FF I&II class this winter
- Truck 616 – Received truck. Working on radio, and outfitting for department us
- Working with new officers to get up to speed

10.03 Public Works Report – Derek Wolf

Water plant

- Water Sampling –
- camera change order - working out camera issues. Software updates
- Working with Donohue for a quality control SOG – need to review
- Working with MDH on alternate well site

Highway 210 water line

- All water main is passed expect sunshine lane
- Roof leak in Booster station. Need to investigate
- Booster station antenna quality control. Need to install new antenna

Twin Lakes

- Lift station monitoring
- Locates

- Power outage at township
- Review sewer videos

City

- Pop cans for 4 seasons
- Hauling Snow and moving snow. Never seen recycle center this full.
- Equipment repairs.
- 05 to Duluth for repairs. Not sure what to do with truck long term.
- Meeting with Northland Consulting
- Construction standard review
- Reviews sewer videos

- Updating GIS
- Travis sewer test in March
- Phil CDL hopefully soon

10.04 Building Official Report – Adam Schminski

February 2023

- There was 1 new Building Permit application in February of 2023
- Plumbing Permit at Pineview Apartments for Water Heaters & Plumbing Repairs

- Assisted the Carlton County Assessors office in regards to a property that underwent a fire incident and is to be repaired. This property is working through architectural requirements and will be repaired shortly.
- Foundation inspections are ongoing at the WLSSD Pump Station project, the foundation is nearing completion.
- Worked with the Dept. of Labor and Industry in regards to a Manufactured Home Installation that was completed recently, it was discovered that this was not in the City of Carlton jurisdiction, this was handed off to DLI.

10.05 Library Report – Bethany Leseman

February 2023

- I did monthly reports, budget update, petty cash and timecards
- I added and covered items as they came in
- Daily chores and monthly CT14 to 28day change
- Virus Scan on computers
- Facebook updates
- Worked on re-organization project
 - Scanning and labeling/relabeling books
 - Changing book information in computer to reflect AR level & new label
- B&T order for March & April

Cathie & Nicki:

- Adding items as they come in
- Daily chores
- Worked on re-organization project
 - Scanning and labeling/relabeling books
 - Changing book information in computer to reflect AR level & new label

10.06 Council Member Report

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Local Board of Appeal & Equalization Open Book Meeting

April 10, 2023 from 9:30am to 3:00pm

Carlton County Courthouse

301 Walnut Avenue – Assessors Office

Carlton, MN 55718

12.02 Regular Council Meeting – April 12, 2023 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:33pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer